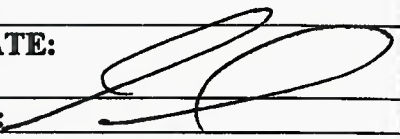


<b>LAS VEGAS POLICE DEPARTMENT</b>	<b>TRAINING</b>
<b>SUBJECT:</b> <i>Training</i>	<b>NUMBER: TRN.1</b>
<b>EFFECTIVE DATE:</b> <i>9 September 2010</i>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>APPROVED:</b> 
<b>NMMLEPSC STANDARDS:</b> <i>TRN.01.01 – TRN.04.01</i>	<b>Chief of Police Gary Gold</b>
	<b>NMSA:</b>

**I. PURPOSE:**

The purpose of this policy is to ensure the efficient and effective management of the Training function by providing administrative guidance that identifies the responsibilities and training processes within the uniform and other components of the department.

**II. POLICY:**

It is the policy of the Las Vegas Police Department to manage the function of a training process in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

**III. APPLICABILITY:**

This policy is applicable to all commissioned and non-commissioned personnel of the Las Vegas Police Department.

**IV. REFERENCES:**

- A. Las Vegas Police Department
- B. New Mexico Law Enforcement Accreditation Training 01.01-04.01

**V. DEFINITIONS:**

- A. Training specific goals of improving one's capability, capacity, and performance

## **VI. PROCEDURE:**

The Department has an obligation to provide a professional standard of law enforcement for the City of Las Vegas. In fulfilling this responsibility, it is essential that personnel are properly trained. This begins at entry level with required basic training, prior to assumption of police duties and continues throughout the officer's career on an ongoing basis. Training is provided to accommodate Department needs and to actualize the interest and concern the Department has for the self-improvement and personal development of its employees.

### **A. TRAINING GOALS**

1. Provide job related training to all personnel.
2. Train employees to be prepared to act decisively and correctly in a broad spectrum of situations.
3. Enhance employee productivity and effectiveness through greater job knowledge.
4. Foster cooperation and unity of purpose among personnel through common training.

### **B. RESPONSIBILITIES**

1. The Training Section has the following responsibilities:
  - a. Review and revise any in-service training requirements on an annual basis and to ensure it meets the standard requirements set forth by the New Mexico Law Enforcement Academy. Shall include but not limited to Cultural Diversity, Use of Force, Legal Update, and Integrity and Ethics.
  - b. Ensure administration of a training program for every employee who is promoted, to be given to the employee at the start of his/her tenure in the new position.
  - c. Ensure administration of annual (recommended) supervisory and leadership training (which includes command accountability, integrity, and cultural diversity issues), which is mandatory for all supervisors.
  - d. Ensure every officer is trained frequently in policies, including use of force, use of force reporting, search and seizure, search and seizure reporting; Terry detentions (including the different evidence required at each of the two distinct phases: the detention and then any pat down that might occur); citizen complaint procedures, and training on any New Mexico appellate court decisions which affects police conduct.

- e. Supervise the training instructors and ensure they receive adequate training to enable them to carry out their duties.
  - f. Coordinate with the Field Training Officer Program Coordinator and Officers regarding FTO training being provided;
  - g. Review complaints of police misconduct on a semi-annually basis to gauge the effectiveness of policies and training and to detect the need for new or further training, then report to the Chief of Police or his designee
  - h. Maintain appropriate records documenting all training of officers.
2. The Field Training Officer has the following responsibilities:
    - a. Coordinate all FTO training with new Officers.
    - b. Supervision of any field training provided by FTO's;
    - c. Ensure the annual performance evaluations of FTO's cover their demonstration and proficiency.
  3. Immediate Supervisors have the following responsibilities:
    - a. To ensure any Field Training Officers and any officers under their command who are certified instructors maintain and demonstrate on a regular basis their proficiency in their areas of instruction through annual evaluations.

#### **C. ROLL-CALL TRAINING**

1. Roll call training is utilized to keep officers up-to-date between formal training sessions or disseminate information which may be specific to shift activities.
2. Each Patrol Shift should utilize roll call training at least twice a month. Criminal Investigations should utilize roll call training at least once every months.
3. Anytime roll call training is utilized, each officer shall sign the approved documentation indicating his/her attendance. Attendance at roll call training is for duty personnel therefore the Patrol Supervisor should schedule roll call training to ensure compliance.
4. The Patrol Supervisor is responsible for preparing topics and involving shift personnel in the instruction of such topics.
5. At the end of each month, the Patrol Sergeant provides necessary documentation to

the shift staff detailing each topic covered and attendance records.

- a. It is the Patrol Sergeant responsibility to correctly, and in a timely manner, log the information in the training records.
- b. The original documentation of roll call training is submitted to the Patrol Lieutenant for filing.

#### **D. IN-SERVICE TRAINING**

- A. All sworn personnel are required to complete at least 40 hours of in-service training every two years, as per the New Mexico Department of Public Safety requirements. This training shall consist of those subjects mandated by NMDPS.
- B. All scheduled in-service training should be disseminated by Special Order at the earliest possible time prior to the training date, when possible. In addition, a schedule of upcoming classes will be made available to all employees through the Training Section and the Division Commander.
- C. The Commanders or his designee is responsible for locating, scheduling or making available such training which meets the mandates for Officers in their respective division.
- D. In-service training, as is all assigned training, considered mandatory.
- E. It is the responsibility of the instructor to ensure that any lesson plans include a review of any appropriate policies. If the instructor is from an outside vendor, it is the responsibility of the Training Section to ensure any appropriate policies are reviewed.

#### **F. TRAINING PROGRAM PROCEDURES**

##### **A. Performance Objectives:**

Training programs must relate to job task analysis and incorporate performance objectives. These acquaint the trainee with the information he/she is required to know, the skills which must be demonstrated, and the circumstances under which such skills are used. Performance objectives should include:

1. a focus on the elements of the job task analysis for which formal training is needed;
2. clear statements of what is to be learned;
3. a basis for evaluating participants in a given course of instruction;
4. a basis for evaluating the effectiveness of the training program, by use of critiques and other accepted evaluating methods.

## **B. Instructors**

1. Department personnel assigned to an instructor position should meet the requirements as specified by the New Mexico Law Enforcement Academy.
2. Officers with disciplinary records or three sustained complaints over the prior three years for constitutionally significant issues, including but not limited to, race discrimination, sexual harassment, excessive force, unlawful searches, seizures, or filing false charges shall be disqualified as instructors until two years have elapsed without such discipline or complaints in any areas in which they conduct training. If instructor privileges are revoked, or suspended disciplinary action will be at the discretion of the Chief of Police.
3. Instructors will be provided adequate training to enable them to carry out their duties.
4. Instructors will be required to maintain and demonstrate proficiency in their areas of instruction on a yearly basis through their annual performance evaluation.

## **C. Lesson Plans**

1. Lesson plans are made for all in-service training which is conducted by the Department. The instructor is responsible for developing the lesson plan to be used in any course he/she instructs.
2. Lesson plans are filed for permanent record in the Training Section and include the following:
  - a. statement of course objectives;
  - b. major points to be addressed;
  - c. Instruction aids to be used;
  - d. location of instruction;
  - e. and type of training conducted.
3. All lesson plans must be approved by a commander prior to instruction to insure that they are completed and that they meet Department guidelines on lesson plan development.
4. Testing
  - a. In order to evaluate the participants of a training program, a pre-test or post-test may be required. Instructors use competency based testing that uses performance objectives and measures the participant's knowledge of job related skills. Passing and failing scores must be incorporated into the lesson plan.



b. Test scores are utilized in evaluating training effectiveness and in development of future training programs.

c. Test scores are confidential and are maintained by the Patrol Lieutenant.

5. Evaluations

a. Trainees participate in evaluation and critique of instructors and the training course upon completion of instruction.

6. Remedial Training

a. In order to ensure that Department personnel do not suffer deficiencies in skills, knowledge and abilities required to perform assigned tasks, a basic remedial training function is employed.

b. Any employee who fails to demonstrate understanding imparted through any Department sponsored training is scheduled for remedial training in the area of deficiency.

c. Training plans are developed for the correction of noted deficiencies. These plans contain, at a minimum,

1. training goals and skills to be achieve;
2. specific instruction to be provided;
3. time frame in which goals are to be accomplished; and
4. a review of remedial training at the conclusion of instruction.

d. A supervisor may identify by testing or observing job performance that an employee has demonstrated a deficiency in basic ability to perform assigned tasks. If the supervisor believes that the deficiency may be corrected, he/she may direct the employee in writing to attend a specific remedial training program. The supervisor identifies such programs through the Training Section.

e. As soon as possible, the affected employee takes part in a training session to address the noted deficiency.

f. Participants are evaluated upon completion of the remedial training program to determine if existing deficiencies have been alleviated. Results of the evaluation shall be forwarded to the assigning supervisor so that the status of the employee can be evaluated.

g. Any remedial training will be coordinated through the Shift Supervisor to ensure prompt completion and appropriate documentation.

## **7. Records Maintenance**

- a. Training, documentation and records maintenance is the responsibility of the Patrol Lieutenant. All training records are maintained by the Patrol Lieutenant.
  1. Personnel attending training programs;
  2. types of training, subject matter, course content;
  3. school or agency providing the training if other than LVPD
  4. measured performance, if testing is administered and scores available.
- b. It is the responsibility of the trainee, upon completion of training from an outside source, to submit the proper documentation of such training to the Training Section.
- c. It is the responsibility of the Patrol Lieutenant to update training records as needed.
- d. Training records shall only be released to someone other than the affected employee by the Chief of Police.

## **G. RECRUIT TRAINING**

1. Newly hired recruits will be trained and certified in accordance with the regulations set forth by the New Mexico Law Enforcement Academy.
2. Those officers who do not require attendance at the academy (ex. certified) will be assigned to the Field Training Program for at least four weeks where they will be given instruction which includes agency policies, procedures, rules and regulations.
3. To supplement this training, they may also be required to attend specific classes made available through the LVPD. This ensures that all recruits regardless of their experience or training receive agency specific training.
4. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy and developed around the most frequent assignments of officers. A variety of evaluation techniques have been designed to measure competency in the required skills, knowledge, and abilities. These guidelines are set forth in the New Mexico Law Enforcement Academy Handbook.

## **H. FIELD TRAINING PROGRAM**

In keeping with the strictest levels of performance requirements, the Department strives to train professional police officers. The guidelines set by the Field Training and Evaluation Program serve as standards for the acceptance of a recruit as a permanent officer at the end of the field training process.

1. Assignments to the Field Training Officer Program are made by the F.T.O. Program Coordinator in conjunction with the Field Operations Commander and are designed to teach the recruit tasks of the most frequent assignments of officers.
2. A newly hired recruit shall be assigned to a Field Training Officer program for a minimum of 10 weeks unless the Officer is sent immediately to the Law Enforcement Academy. These assignments are made by the Field Training Officer Program Coordinator and are designed to teach the recruit tasks of the most frequent assignments of officers.
3. Upon completion of the Law Enforcement Academy, a recruit is assigned to the Field Training Officer Program for a minimum of 10 weeks unless he has already successfully completed the program.
4. Recruit officers are not allowed to act on their own until they have completed a prescribed Field Training Program. Recruits do not work overtime on solo patrol alone or at off-duty jobs without prior approval of the Chief of Police.
5. The Training Section has the ultimate responsibility for the training received by a recruit from the time of hire through the Field Training Program.
  - a. The Field Operations Commander is responsible for maintaining a liaison with the training section and the academy staff.
  - b. The LVPD Police Department FTO program consists of three phases. An evaluation is forwarded to the FTO Program Coordinator at the completion of each phase.
- F. During the Field Training Program a recruit will remain in the FTO program until satisfactory completion or being released from the program.
  1. The Field Training Program is based upon sufficient training necessary to accomplish the training requirement of the department.
  2. At the completion of each phase, a recruit is normally rotated to another FTO, if practical.
- G. During each phase of training the recruits will follow the Training Manual which is designed to provide a guide in which the recruit will be trained. In theory each recruit should be receiving the same training at the same time. The recruit and the FTO will both be responsible for signing off on the training manual. This will help ensure that the recruit is receiving and understanding the information that is being presented to him/her and establishes accountability for the training.
- H. At the completion of each work day, the FTO shall complete a Daily Observation Report (DOR). This evaluation is completed using the standardized evaluation guidelines found in the Field Training Manual. This evaluation is designed to measure competency in the required skills, knowledge and abilities. Once this evaluation is



complete, it shall be reviewed by the recruit and then by the on-duty shift supervisor. A copy is forwarded to the Patrol Lieutenant and the original is retained in the recruit's training file.

- I. At the end of each phase, an evaluation is completed by the assigned FTO. This evaluation should cover the following:
  1. The progress of the recruit-whether ahead of, behind of, or on schedule;
  2. Any significant strengths displayed;
  3. Any significant weakness;
  4. Any remedial training received and outcome; and
  5. Recommendation from the FTO on progressing to the next phase.
- J. At the end of the Last phase, an evaluation is completed by the assigned FTO. This evaluation should cover, in addition to the above information, a recommendation from the FTO on the probability of the recruit's success and if he should be released from the program.
  1. At the conclusion of second phase if there is a high probability of success, the recruit will be placed into third phase. Movement from the second phase into the third phase is not automatic. This decision will be made and recommended by the FTO's and the Shift Supervisors and approved by the Division Commander.
- K. The third phase consists of one week. This is a time provided to the recruit to review with the FTO any training issues that have occurred during the first two phases and clarify any questions/problems that might exist (this is also a shadow phase). At the conclusion of phase three the recruit will be recommended for assignment to a shift at the discretion of the Patrol Lieutenant.
- L. If at any time in the three phases of training the FTO recognizes a problem area that he/she is unable to correct through remedial training, it may become necessary to remove the recruit from the FTO program for additional training in specified area. If this occurs and the recruit is removed, a certified instructor in the problem area will provide remedial training and then forward the results of that training to the FTO supervisors.
  1. If the recruit completes the remedial training satisfactorily, the recruit will be placed back into the field training program and continue the process, where he left.
  2. If the recruit cannot complete the training at a proficient level, a determination will be made regarding the status of the recruit by the Patrol Lieutenant, Captain and the Chief of Police.

M. At the conclusion of each phase of training, the Field Training Officers and the Patrol Lieutenant will have a meeting to discuss the following:

1. Any problem areas that have been encountered;
2. A recruits strong and weak points; and
3. Any suggestions that might assist the next FTO in his/her phase of training.

N. A training file on each recruit is maintained by the shift Sergeant the recruit is assigned to. The file follows the recruit to his/her next shift. The training file consists of the following originals:

1. Daily Observation Reports;
2. Any documentation concerning remedial training;
3. Completed Weekly Training Guide.

O. Upon completion of the Field Training Program, the recruit's training file is forwarded to the Patrol Lieutenant where it is maintained.

#### I. FIELD TRAINING OFFICER SELECTION

1. The requirements to for the position of FTO are as follows: Written recommendation from a supervisor, three years law enforcement experience, successful completion of Instructor Development and/or FTO Certification Program as soon as possible after appointment.
2. Officers with disciplinary records or three sustained complaints over the prior three years for constitutionally significant issues, including but not limited to, race discrimination, sexual harassment, excessive force, unlawful searches, seizures, or filing false charges shall be disqualified as FTO until two years have elapsed without such discipline or complaints in any areas in which they conduct training.
3. Field Training Officers will be required to maintain and demonstrate proficiency in their areas of instruction on a yearly basis through their annual performance evaluation.
4. In the event, additional FTO's are required to train recruits; an officer may be temporarily assigned as an FTO. He/she must still meet the requirements as listed in the job description in order to be assigned.
5. Upon appointment, an FTO is assigned to a shift and works under the direct supervision of a platoon supervisor.

#### J. CIVILIAN TRAINING

A. Indoctrination will be given to newly hired civilian employees which covers the following:

1. the Department's role, purpose, goals, policies, and procedures;
  2. working conditions and regulations;
  3. responsibilities and rights of employees; and
  4. public relations.
- B. This training will be the responsibility of the supervisor in the affected division. Any documentation of such training will be forwarded to the Captain.
- C. On the job training will be given to the following civilian positions:
1. Evidence technician
    - a. This training shall include the legal, safety and coordinative responsibilities of this position.
  2. Telecommunications Specialist
    - a. This consists of on-the-job training and certification in NCIC, Emergency Medical Dispatch and First Aid/CPR. In addition, certification through the New Mexico Law Enforcement Academy is required within one year of employment.
  3. Records Custodian
    - a. This training shall include the legal, procedural and equipment familiarization for this position.
- D. Specialized In-Service Training
1. Any officer who is promoted or assigned to a new position will receive specialized training through an accredited course of instruction for the specific area they are assigned.
  2. If the LVPD develops any specialized units those officers assigned will receive the necessary training to ensure that the specialized unit is effective. Personnel assigned to Specialized Units shall engage in regularly scheduled training and readiness exercises.
- E. The Captain will maintain all training files on all employees of the LVPD. These records will show the following:
1. The title of the training received
  2. The dates and hours of attendance;
  3. The identification of trainers or agencies presenting the course; and
  4. The names of all agency personnel receiving the training.
- F. Any new employee coming from another agency or military must provide the LVPD a copy of all training files and certificates.

**VII. ATTACHMENTS:**

**NONE**